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22 March 1974

WATERGATE - GUIDELINES FOR AGENCY FILE REVIEW

1. The Director has called for another review of Agency files for material connected in any way with what has come to be called "Watergate." The purpose of the review is to the extent possible to ensure that Agency management is aware of all such material in our files and that there will be no future "surprises" in this regard.
2. The review is to be conducted in accord with these general guidelines, which have been prepared by the Inspector General.
3. The review within each directorate and separate operating component will be the responsibility of that particular directorate or separate operating component, the role of the Office of the Inspector General being limited to that indicated in the following paragraphs. On the completion of the review within his area of responsibility, each deputy director and chief of separate operating component will certify in writing to the Inspector General that a review has been conducted in accord with these guidelines, and will report to the Inspector General the findings of that review.
4. The target date for completion of the Agency file review and the reports to the Inspector General is 10 May 1974. If a deputy director or chief of separate operating component finds that he will be unable to meet that target date, he will consult with the Inspector General on the setting of a new target date for his component.
5. The review must be comprehensive. This does not mean that each and every piece of paper under the Agency's control must be looked at and studied in this review. It does mean that all files, including those in archives, in field offices, in proprietaries, and anywhere else, must be considered. It will be up to the management of each directorate or separate operating component to determine what specific files must be physically searched and read, and what files need not be so reviewed. For example, it should not be necessary in this review to search anew through files which are known to contain nothing but past issues of finished intelligence publications.

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In making this determination about any given set of files, however, each management level must bear in mind that the term "Watergate" has with the passage of time come to cover a wide range of topics, events, and personalities, including much historical data. In paragraph 8 below, is a list of subjects which are to be considered in particular. This list has been prepared as a guide for the review. It should not be used, however, as reason for excluding other material which, while it may not come properly under any of the headings given, may nonetheless be related to "Watergate" in the broadest sense of the word.

6. Any material relevant to "Watergate" (in the sense indicated above) found in component files will be forwarded to the Inspector General. In some cases (e. g., if a given file or set of files is found to contain significant quantities of relevant materials), a component may find it desirable to segregate certain files for review by representatives of the Office of the Inspector General.

a. Whenever there is doubt as to whether something should be forwarded to the Inspector General or otherwise called to his attention, the doubt should be resolved by forwarding the material to or otherwise notifying the Inspector General.

b. Any operationally sensitive material which require special handling may be discussed directly with the Inspector General.

7. The requirements of paragraph 6 above do not apply to press clippings or to any material which has already been brought to the attention of the Inspector General since the beginning of his office's "Watergate" investigation, i. e., since 14 May 1973.

8. Following is a list of subjects which must be considered in this file review. As indicated above, this list is not necessarily all-inclusive and should not be regard as such. The entire list should be considered within all components, even though the file search on some topics will be more narrowly targetted.

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a. Watergate Break-in(s)

This heading covers the June 1972 surreptitious entry into the Democratic National Headquarters at Watergate, the subsequent arrests, and any and all information connecting the Agency in any way to preparations for the break-in(s) in June 1972 or earlier, the individuals involved, and the alleged cover-up efforts.

The "individuals involved" includes but is not limited to those listed in the attachment to 23 May 1973 Memorandum for All Employees, "Agency Involvement in the Watergate Case":

H. R. Haldeman
John Ehrlichman
John Dean
Egil Krogh
David Young
E. Howard Hunt
G. Gordon Liddy
James W. McCord
Charles W. Colson
John J. Caulfield
Eugenio Rolando Martinez Careaga
Juan Rigoberto Ruiz Villegas
Bernard L. Barker
Virgilio Gonzales
Frank Anthony Sturgis

b. Daniel Ellsberg

This covers any and all information in Agency files related to Ellsberg, including the requests for and preparation of the profiles on Ellsberg, the case of the so-called Pentagon Papers, damage assessments, Agency associations, the Ellsberg trial.

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c. Hank Greenspun

This covers any and all information in Agency files reflecting any knowledge of the alleged break-in, or plans for such, of the files of Hank Greenspun or of the newspaper in Las Vegas with which he is associated.

d. Hunt's 1971 Request on Security Flaps

The review here will be limited, at least initially, to a check of DDO European Division files and records, if any, on the request of Howard Hunt in 1971 to a former chief of European Division for information or background on past security flaps, and on the response to the Hunt request, specifically whatever information may be available about an alleged French security flap in 1954. The Inspector General will consult directly with the Deputy Director for Operations regarding the review on this subject.

e. Other Requests by Hunt

This covers any information available regarding any requests by Hunt for Agency assistance on any matter after his retirement from the Agency.

f. National Elections of 1972

This covers any records that might reflect any Agency knowledge, however obtained, reflecting activity related to the national elections of 1972, including intelligence support for candidates, security activity related in any way to political conventions or other meetings, campaign mail, support of other governmental organizations in connection with the campaigns and the elections, and political activities of any sort by Agency personnel beyond that of a legal and clearly personal nature (e.g., personal contributions to candidates).



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possibly a file review in the Office of Finance. The time frame for material on this subject will be calendar 1972. The Inspector General will consult directly with the Deputy Director for Operations and the Director of Finance with regard to the review on this subject.

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j. Howard Hughes

This covers any and all information connecting the Agency or Agency personnel with Howard Hughes or any of his enterprises.

k. Robert Vesco

This covers any and all information connecting the Agency or Agency personnel with Robert Vesco or any of his enterprises.

l. Robert Maheu

This covers any and all information connecting the Agency or Agency personnel with Robert Maheu or any of his enterprises.

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m. Joint Operations

The review here should cover joint FBI, NSA, or Secret Service operations or activities which the Agency or Agency personnel knew about, supported, or participated in that might bear on or be related to the various aspects of what is known as "Watergate," including CIA support for Secret Service security activities in connection with the 1972 national elections.

9. Questions regarding these guidelines or the review called for may be referred directly to Mr. John Richards in the Office of the Inspector General, ext. 4470.

MEMORANDUM FOR:

Mr. Proctor / *W. J. S.*

Re the IG project Don is working on: Don has talked to the IG people and now knows the magnitude of what is wanted. He believes his job would be made easier if each office chief were given a copy of the IG request so they would have some idea of what is wanted when Don calls on them. This could be done either at Exec. Council tomorrow or by a dissem to each with a short note from you.

Papers will be *Brent*
disseminated by
DDI at 1 April
1974 Executive Council.

OK 1 Apr 74
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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